



STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION
AND PUBLIC FACILITIES

POLICY

POLICY NUMBER

01.01.080

PAGE

1 OF 3

EFFECTIVE DATE

12-1-92

SUBJECT

Correspondence and Information Dissemination

SUPERSEDES P&P OR POLICY #

01.01.080

DATED

7/12/91

APPROVED BY

[Signature]
RESPONSIBLE HQ/SYSTEM DIRECTOR

TITLE

Office of the Commissioner

CHAPTER

Delegation of Authority

RESPONSIBLE HQ/SYSTEM DIRECTOR

Commissioner

LEGEND

F - Final Authority

R - Final Authority may be
Redelegated

E - Endorsement Required

C - Consultation, Coordination,
and/or Evaluation Required

* - May not be performed by
person temporarily acting in
this position

Headquarters

Int'l Airports

AMHS

Regions

Commissioner	Deputy Commissioner	Administrative Services	Engineering & Ops Sds	Information Systems	Plans, Programs & Budget	System Comptroller-AIAS	Int'l Airport Director/Mgr	System Director - AMHS	Support Services Mgr	Reservations & Mkt Mgr	Terminal & Ship Svcs Mgr	Port Captain	Engineering Mgr	Management Info Mgr	Regional Director	Planning Chief	D&C Director	M&O Director
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Footnotes

Legislative Information

Transmittal
- General
- Budget
Legislative Budget & Audit
Municipality - Information
Transmittal
Constituents
U.S. Congressional
Delegation
Policy Formulation
Policy Explanation
Position Paper on Proposed
Legislation
Governor's Office in
Washington, D.C.
U.S. Congressional Staff

C	C	F	F	F	F	F	F	F							F			
C	C	F	F	F	F	F	F	F							F			
C	F	C				C	C								C			
	R					R	R	R	R	R	R	R	R	R	R			
F	C					C	C	C							C			
F	C	F	F	F	F	F	F	F							C			
F	C					C	C	C							C			
R	C					C	C	C							C			
	F/C					F	F	F/C							F			

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- Copy to Commissioner on all written correspondence to legislators.
- Copies of verbal contact form when related to controversial or policy sensitive matters.
- Copy to Plans, Programs & Budget Division.
- Deputy Commissioner with budget oversight has final authority. Consultation with other Deputy Commissioner required.
- Redelegation allowable for information which is neither controversial nor policy sensitive.



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Footnotes

Correspondence for
Governor's Signature
State Interdepartmental
State Interdivisional
Ombudsman
Federal Agency Policy
Routine Federal
Correspondence
Other Commissioners
Statement of Fiscal Impact
(Fiscal Note)
Request for Variances for
Handicapped Access
Reconstruction
Requirements
Legal Opinions
Press Releases Establishing
Department Policy

F	C					C	C	C							C			
R	C	R	R	R	R	R	R	R	R	R	R	R	R	R	C	R	R	R
C	C	F	F	F	F	F	F	F						F	F	F	F	
C	F	C	C		C	C	C	C						C	C			
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	
F	C					C	C	C						C	C			
F	C					C	C	C						C	C			
R			F			C	C	C						C				
F																		
F	C																	

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1. Redelegation allowable for information which is neither controversial nor policy sensitive.
2. Consult with Department Personnel Officer if complaint involves personnel matters.
3. Cannot be redelegated to position below branch chief.



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Headquarters

Int'l Airports

AMHS

Regions

Commissioner

Deputy Commissioner

Administrative Services

Engineering & Ops Stds

Information Systems

Plans, Programs & Budget

System Comptroller-AIAS

Int'l Airport Director/Mgr

System Director - AMHS

Support Services Mgr

Reservations & Mkt Mgr

Terminal & Ship Svcs Mgr

Port Captain

Engineering Mgr

Management Info Mgr

Regional Director

Planning Chief

D&C Director

M&O Director

Footnotes

Press Releases

Establishing Regional
Policy

Press Releases on
Department Operations
or Programs

Press Releases for Special
Projects

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1. Consultation required with Deputy Commissioner if controversial. Cannot be redelegated below the director or manager level.